

STATE OF NEW JERSEY
SUMMARY OF TELEPHONE QUOTATIONS

INSTRUCTIONS:

Where telephone quotations are authorized by the Purchase Bureau in lieu of sealed bids and pursuant to the current Direct Purchase Authorization circular, State agencies shall use this form to obtain and record quotations from at least three (3) vendors prior to issuing a purchase order. After quotations have been recorded, this form must be signed and attached to the agency copy of the purchase order for the permanent file.

COMMODITY CODE	FISCAL YEAR	SAV1 CODE S/M/W
ACCOUNT NUMBER	DATE OF QUOTATION	

VENDOR INFORMATION

VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
ADDRESS	ADDRESS	ADDRESS	ADDRESS
FED. IDENTIFICATION NO.	FED. IDENTIFICATION NO.	FED. IDENTIFICATION NO.	FED. IDENTIFICATION NO.
TELEPHONE NO.	TELEPHONE NO.	TELEPHONE NO.	TELEPHONE NO.

DESCRIPTION OF ITEM(S)	QUANTITY	ORDERING UNIT	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE
REMARKS:	VENDOR'S TOTAL PRICE									
	BILLING TERMS									
	DELIVERY DATE									
	COMMENTS									

I certify that competition has been solicited and quotations obtained in accordance with current Purchase Bureau regulations governing Direct Purchase Authorization.

(Signature of person obtaining quotations)

TITLE

DATE